

DD/A Panel  
File *Personnel*

DD/A 76-3274

19 JUL 1976

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Upward Mobility in the DD/A

1. Public Law 92-261 requires that all Federal agencies provide Upward Mobility opportunities to their employees. This will include training and educational programs designed to support this effort in order to offer each employee the chance to advance to his highest potential.

2. Since enactment of this law, also known as the Equal Employment Opportunity Act of 1972, the Agency has focused a great deal of attention on EEO and Upward Mobility programs. As described in our Affirmative Action Plan, some degree of progress has been achieved in these areas. At present, there is only one Office within the Directorate of Administration which has a formal Upward Mobility program which could qualify as such within the definition of Upward Mobility as set forth by the Civil Service Commission (CSC). There are other informal programs which provide some opportunities for upward movement, but which fail in some way to meet the standards of the CSC definition.

3. In January 1976, the Director's EEO Panel proposed that an Agency-wide Upward Mobility Program be established. Subsequently, it was determined that individual Directorate programs would be a better way to manage such an effort and, that this would also satisfy the Agency's legal obligations in this regard. Now that it has been decided to administer

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the programs by individual Directorate, we must focus attention within the DD/A to the development of formal Upward Mobility programs for our employees. Because many of our Offices now have some informal mechanism for Upward Mobility of employees, we will maintain that Office autonomy by requesting that each Office examine its present personnel structure and develop or expand and formalize appropriate individual Office Upward Mobility programs. I recognize that this might be an inopportune time to promote new programs, particularly in light of ceiling constraints, but we must remain attentive to our overall obligations both to our employees by offering such opportunities, and to compliance with Presidential directives to establish such affirmative action programs within the Federal Government.

4. In order to facilitate development of Office Upward Mobility programs, I would ask that you appoint a single point of contact within your respective Offices to coordinate on Upward Mobility matters. Mrs. [redacted] is designated the DD/A Upward Mobility action officer, and she will be working with your appointed officers to assist in establishment or expansion and formalizing of Upward Mobility programs. Please furnish the names of your Upward Mobility officers to Mrs. [redacted] room 7D10 Headquarters, extension [redacted] by 23 July 1976. Additional information on Upward Mobility will be disseminated by Mrs. [redacted] at that time.

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/s/ John F. Blake

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(2 July 1976)